

Weekly Report for Week Ending 18 June 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

✓ Office of Security has concurred in Agency wide disposal standards proposed by Records Management Staff for various forms used in transmitting and receiving classified documents. Heretofor, this material had been accumulating in all offices as well as the Records Center. It has taken five years to get agreement on this matter.

2. Assignments - Active

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✓ a. OTR- Records Control Schedule

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b. Legislative Counsel

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Form 1454 (test) entitled, "Congressional Liaison Record" has been printed and delivered to Legislative Counsel for use on a test basis.

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✓ c. File Systems EIC Secretariat

An additional 7 cu. ft. of records was transferred to the Records Center and 9 cu. ft. destroyed during the past week. This job will release 3 safes for reissue within ORR.

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d. Records Management Survey/Office of Personnel

25X1A9a The Staff Study which recommended Open file shelving for the Official Personnel and Applicant folder file was favorably received by Mr. [REDACTED] DD/Pers/PD. Mr. [REDACTED] has scheduled a meeting at 11:30 AM today to discuss the details and specifications for the filing equipment.

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✓ e. OSI File Systems

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25X1A8a

A meeting was held with Dr. [REDACTED] Chief of Applied Sciences Division, OSI, to discuss the screening of obsolete material in his files. He has agreed to review the content of folders which I called to his attention, and notify Mrs. [REDACTED] of any destruction figures.

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3. Vital Materials

- a. Microfilming of Vital Materials in the Security Office continues, This project is approximately 25% complete.
- b. A call was received from Mr. [REDACTED], Area Records Officer for Medical Office, informing us that the medical files of relocation personnel will not be microfilmed this year.
- c. A meeting was held with members of OCR to discuss what should be done to relieve a deficiency in the OCR/Graphics Register Ground Photographic Collection at the Repository, which has existed since 1952.

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This meeting was successful and a plan was approved which will bring this file to a current status and provide for the current deposits of all future additions. There had been considerable controversy for the past four years as to the best method to be employed in providing for a current collection.

Much of the credit for bringing about a final solution to this problem should be given to Mrs. [REDACTED] Assistant to Mr. [REDACTED] ARO/OCR.

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4. News

- a. The die for the newly designed fiber board container for 5 x 8 cards has been cast and delivery of the 2,000 containers is expected within a month.
- b. Mr. [REDACTED] is on two weeks Vacation.

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